

Town of Halfmoon Recreation Department
2 Halfmoon Town Plaza
Halfmoon, NY 12065



Halfmoon Summer Recreation Brochure / Parent Handbook

Resident Registration Dates

Saturday: April 14th & 21st
9:00am—Noon

Tuesdays: April 17th & April 24th
6:00pm—8:00pm

All registrations will be held at the Halfmoon Town Hall
Check out our website at townofhalfmoon-ny.gov!!!

Welcome!

We hope the information in this booklet answers your questions about our program and allows you to help us to work together in providing a fun and safe summer for your child. Halfmoon's Summer Program is to benefit all the youths of Halfmoon. Our plan is laid out to best accommodate campers who are in regular attendance.

Please be aware that schedules, activities and locations may vary daily to accommodate the logistics of our daily program. Open communication between the staff, children and parents is necessary for a program to run positively and effectively. Please do not hesitate to bring any concerns to our attention.

Also, you must sign the “Brochure / Parent Handbook Signature” page in our Registration Form. This certifies that you have read, acknowledged and understood all information provided to you and that you have relayed this information to your child.

Table of Contents

Changes for the Summer	2
Children's Camps in NYS	9-10
Deadlines	2
Fees	3
Health/Safety	6
Lessons	8
Recreation Policies	
Behavior	5
Electronic	5
Inclement Weather	5
Lunch	5
Payment	4
Permission Slip	5
Refund	4
T-shirt	4
Registration Information	4
Rule and Responsibilities	5-6
Summer programs	3
Transportation	7
Trips	8

Changes for this summer

- The Summer Full Day Program will be available for youths entering 1st grade to entering 8th grade. The site will be broken down 1st-3rd at the Clubhouse and 4th-8th at the Pavilion.
- If you sign your child up for a trip on the same day they are assigned to take a lesson, they will be sent on the trip.
- Please carefully read over the registration form, as policies have been added and changed.
- New Trips: SkyZone, 5 Wits, Gore Mountain, Players Park Golf

Deadlines:

<u>Event/Form:</u>	<u>Due Date:</u>
Register for Lessons	On or before June 1st
Permission Slip #1 (Weeks 1-2)	On or before June 1st
Registration Fees Increase	After June 1st
Last Day to Register for Summer Camp	June 15 th
Last day to withdraw from Wrap Around	June 22 nd
Last day to withdraw from program	June 27 th
Permission Slip #2 (Weeks 3-4)	June 27 th
Permission Slip #3 (Weeks 5-6)	July 11 th
Wrap Around Payment (Weeks 4-6)	July 11 th

Summer Programs

Tot Program

This Program is designed for children ages 3—5. Located at the Halfmoon Town Hall, 2 Halfmoon Town Plaza. Activities include Circle Time, Art n' Crafts, Stories and Outdoor Fun. In order to participate in the program ALL campers MUST be FULLY potty trained and be able to change independently.

Dates: June 25 - August 2, closed Wednesday, July 4

Class	Days	Time	Class Size	
3, 4 & 5 year old class	M-F	9-11:30am	25	Must be 3 by May 1st

Full Day Camp

All sites offer activities including trips, lessons, arts n' crafts and other recreational, social and educational experiences. In order to participate in the full day program children must have completed Kindergarten and be at least 5 years old.

Days and Times: Monday - Friday, 9am - 3pm, June 25 – August 3, closed Wednesday, July 4

Site Name	Grades (entering in the Fall)	Location
Clubhouse	1 st -3 rd	162 Rt 236 (Town Park)
Pavilion	4 th -8 th	2 Halfmoon Town Plaza (Town Hall Complex)

Wrap-Around Program

The Halfmoon Wrap Around Program is located in the Clubhouse. This program is limited to 75 campers who are enrolled in the full day program and on a first come, first served basis. The program runs from 7am-9am and 3pm-6pm. Additional fees apply.

Transportation: Parents must provide transportation for this program. At no time should a child be brought to camp before 7am or picked up after 6pm. Repeat offenders may be removed from this program at the discretion of the Director.

Fees

Tot Program (One-time fee paid at the time of registration)

3, 4 & 5 Year Old Class: \$145.00

****After June 1st fees will increase to \$280****

Full Day Program (One-time fee paid at the time of registration)

1st child: \$280.00

Each additional child: \$255.00

****After June 1st fees will increase to \$520 for the 1st child and \$470 for each additional****

Please be advised that the increase in fees is a result of the state mandated minimum wage increase. The minimum wage has increased by \$0.70/hour.

Wrap Around Program (3 week fee)

AM Wrap: \$75.00

PM Wrap: \$105.00

The payment is due at registration. Must pay for all 6 weeks of Wrap Around regardless of how many weeks are used.

Payment Methods:

Payment forms: cash, check, credit card (**Master card, Discover & Visa: carries a 2.45% convenience fee, with a \$1.75 minimum**).

Payment in full at the time of registration:

- Registration Fee
- Wrap Around (first 3 weeks)
- Lesson Fees (if desired)
- T-shirt (if desired)

All checks can be made payable to: Town of Halfmoon

Return Check Fee: A \$20 fee will be added on all returned checks. Returned checks must be paid for within one week. Cash or money order must be used when paying for the returned check and must include the original amount of the check plus the \$20 returned check fees. If a check is returned, **ALL** future payments **MUST** be in cash or by money order.

Registration Information

IMPORTANT: Children are registered and separated by GRADE level. For the safety of the children, organization of our Program and reliability of our staff, a child **MUST REMAIN IN HIS/HER GROUP ALL SUMMER LONG**. At the time of registration make absolutely sure that the "Grade entering in the Fall" column is correct. Take into consideration your child's peers and grade level. No grade level switching will be possible after June 1st. **All changes after registration must be submitted in writing (no fax or e-mails) before June 1st.** If a parent mistakenly signs their child up in the wrong group and June 1st has passed, the parent must reregister their child and pay the increased fee.

Resident Registration Dates

Saturdays: April 14th and 21st 9:00am - Noon
Tuesdays: April 17th & 24th 6:00pm - 8:00pm

To register RESIDENTS need:

- Proof of residency: Current bill (ie: electric) with your name and address & Picture ID (driver's license or passport)
- To have read and understood this handbook
- **IMMUNIZATION RECORDS:** Due to Department of Health regulations, **everyone** must submit new immunization records every year. Records can be obtained through your primary physician or school nurse. The record must include the child's name. Even if your child has attended camp in previous years, a new copy must be provided for our records. **NO** child will be allowed to register for camp without new immunization records.
- A completed registration form
- Payment forms: cash, check, credit card (Master card, Discover & Visa: carries a 2.45% convenience fee, with a \$1.75 minimum).

PLEASE NOTE: If paying with check, please do **NOT** fill out amount ahead of time. Please wait until the actual registration. If paying with a check, two separate payments may be required.

Recreation Policies

Refund Policy:

- We will offer refunds for missed trips, with the exception of the trips listed below. In order to qualify, the total missed trip amount minus the \$2 transportation fee needs to be at least \$25 per family. Refunds will automatically be mailed to qualifying families by the middle of September.
 - Dave & Busters, Ice Skating, SkyZone, 5 Wits
- Please note, monies from missed trips CANNOT be used for future trips.
- In the event a trip vendor will not refund money for absent children to the Town, the Town will not be able to provide a refund. In the event a trip is cut short due to inclement weather, the facility is responsible for refunds given, not the Town.
- Registration refund requests must be submitted in writing and received in our office BY **June 27th**. Requests received AFTER the deadlines WILL NOT BE HONORED.
- Wrap around refund requests must be submitted in writing and received in our office BY **June 22nd**. Requests received AFTER the deadlines WILL NOT BE HONORED.

Recreation T-Shirt Policy

Every child in the full day Summer Program must have a Recreation T-shirt. These shirts must be worn on all trips and are for the safety of our campers. T-shirts can be purchased at the time of registration or in-office at \$5 each (while supplies last).

Payment Policy

Trip Payments: To insure money sent with children is not lost, all money must be in a **SEALED ENVELOPE** with child(ren)'s **NAME, GRADE** and **TRIP** money written on the outside. DO NOT send lunch money and trip money and/or extra spending money in the same envelope. NO "loose" money will be accepted from child (ren). Payments can be given to children to hand in on site; any collections will take place at attendance in the morning.

Wrap Around Payment: The first three weeks of Wrap Around are due at registration; the last 3 weeks will be due on or before July 11th. Each participant must pay for all 6 weeks of Wrap Around regardless of usage. In order to receive a refund of monies paid, a written wrap around program withdrawal request must be submitted by June 22nd.

Lunch Policy

Children may bring a lunch from home or purchase daily from site. **NO GLASS BOTTLES.** Remember, refrigeration is not available. Purchase of lunch and drinks are optional, choices available are pizza or chicken fingers and fries (depending on the day). Lunch is ordered promptly at 9:30am. Therefore, children ARRIVING AFTER 9:30am **MUST** bring lunch. Please provide exact amount only, no change will be given. Payments must be paid in cash, no checks will be accepted.

Permission Slip Policy

Permission slips are given to each family at the time of registration. There will be 3 permission slips for the summer recreation program (each covering a 2 week span). It is the parent's responsibility to be aware of the deadlines listed on the top of each permission slip and in this brochure. If the permission slip is misplaced, an additional copy can be printed from the Town's website. Due to the cost of printing, a second copy will not be provided by the Recreation Office.

Electronics Policy

We DO NOT allow campers to bring game systems, cell phones etc. to camp. Any of these devices found will be confiscated, held by the Site Director and given back to the child as he / she gets on the bus to go home. There will be no cell phone use during the day. If a camper needs to call a parent, they may do so at the site office. Children may use site phones for emergencies only. Lost or stolen items are not the Town of Halfmoon's responsibility. No special accommodations will be made to find or reunite these items with their owner.

Inclement Weather Policy

Our on-site activities occur daily, rain or shine. During rainy days, the children play indoor games, do arts & crafts and watch movies. Trips on rainy days are taken at the discretion of the Recreation Director. We will board the buses and head to the destination in hopes of better weather. If weather continues to be poor, the trip will be cancelled and all children will return back to their site. If it is a LATE WEDNESDAY TRIP all children will be sent home at the regular dismissal time of 3pm. Phone calls will be made to the Legal Guardians to make them aware of the situation.

Behavior "Three Strikes You're Out" Policy

- 1) **Warning:** Staff separates child from group and rules / policies are reinforced. Considered a WARNING; child sits in the office; a call to parent is made.
- 2) **Strike One:** Staff fills out Referral Form, calls the parent, and the child is removed from camp for one day
- 3) **Strike Two:** Staff fills out Referral Form, calls the parent, and the child is removed from camp for one week.
- 4) **Strike Three:** Staff fills out Referral Form, calls the parent, and the child is removed for the remainder of the program

Depending on the severity of the inappropriate behavior, one or all of the above steps may be skipped. A child may be removed immediately without warning or referral at the Director's discretion (records are kept). Any staff member can give referrals on a bus, trip, lesson, or site. If a parent is unable to pick up a child due to his / her referral, they will remain in the office until their ride is available. If your child is dismissed from camp, all program fees will be forfeited.

Rules & Responsibilities

Please prepare your child for camp. Explain all rules and regulations to him / her. Talk with your child about wanting or not wanting to spend his / her summer with us. Please make us aware of any problems that your child may be experiencing at Day Camp. Parents must guide their child(ren) to display appropriate, acceptable behavior. Children must be prepared to be accountable for their actions. Parents should know and understand the rules their children are expected to follow and be aware of the consequences for any violations.

Please talk with your child about responsibility and safety:

- For actions and language toward staff and other campers
- For belongings; all clothing, uniforms, towels, etc. (LABEL)
- For money; do not send campers with lunch or spending money in hand, it will NOT last long. Please plan; waist pouch, money pouch or backpack are recommended.
- For respect of the building / facility they are in.

Please realize that your child is at Recreation Day Camp and everything is open to view / hands of all campers. There are no separate rooms or lockers to keep money, toys, clothing, etc. Halfmoon Recreation is not responsible for lost, stolen or damaged items. Do NOT send any non-essential items to camp (toys/ electronics/ etc.)

ANY DAMAGE / VANDALISM CHARGES AT A SITE, ON A BUS, OR AT A FIELD TRIP WILL BE PAID BY THE PARENT.

Appropriate Behaviors

- Non -aggressive actions
- Respectful of others, staff and equipment
- Uses appropriate language
- Active listening and observation of all rules/ directions

Behavior Rules On The Bus

- Remain in seat at all times & keep feet out of the aisles
- Respect others. Keep your hands to yourself.
- All objects stay inside bus windows
- Keep the bus clean (no garbage / writing on the seats)
- Listen to all Bus Drivers, Counselors, Trip Coordinators, etc.
- Listen carefully to all role-calls whenever necessary
- Eating / drinking on the bus is at the discretion of Bus Drivers

Camper Behavior Rules On All Trips

- Always listen for directions from Counselors & Trip Coordinators
- Make sure you can always see your counselor
- Always go with a Buddy, Never Alone!
- Be aware of the 1st Aid Station and alert counselors of any problems
- Wear your Recreation T-shirt on all major trips
- Bring lunch on trips that don't provide a lunch, indicated on trip schedule. (Buying is often too expensive or not available).
- Wear appropriate clothing (sneakers at all times, appropriate bathing suits, etc.)
- No glass bottles!

What To Bring / Wear

Please bring / wear clothing appropriate for the activity or trip. Swimsuits, towels, sun protection, tote bags ...should all be LABELED & brought no matter what kind of weather. Due to the nature of activities, we request that your child **WEAR SNEAKERS DAILY. DO NOT** send your child in flip-flops or sandals as they will not be able to participate in the activities of summer camp **Big Trip Days** - Please plan appropriately. Wear Recreation T-shirts. Money given to a child will be his / her responsibility. A waist or money pouch is suggested.

Health & Safety

Illness

Your child's health is very important to us. For the health & safety of the children, a child must be fever free when coming to the program. If your child becomes ill and you are called to pick him/her up, you will be expected to pick him/her up within approximately 1 hour. It is important that you let us know if your child has been exposed to a contagious disease such as measles, chicken pox, rubella, mumps, conjunctivitis, skin infections, or head lice, so other parents can be notified. Any child with a contagious infection will be excluded from the program. Please note that a communicable disease may begin with symptoms of a mild cold, tiredness, irritability or loss of appetite, before a fever or rash appears. THEREFORE, it is advisable to keep the child at home for at least a day, to see what develops. We will request a report from the child's physician stating that the child is free of communicable and contagious diseases and is able to return to the program, whenever deemed appropriate.

Accidents and Injuries

In the event of an accident or illness requiring medical attention, the Director or other person in charge will immediately call for an ambulance and emergency medical treatment, and notify the parents. The program will obtain written consent at the time of admission from the parent, which authorizes the provider to obtain emergency health care for the child. The staff will fill out Incident Reports whenever a child becomes injured or ill while at the program. Parents will be notified of all major injuries.

Medication

IF YOUR CHILD TAKES MEDICATION: Medical Release Forms are available at Registration. This form must be completed by the Parent & Doctor and handed into the Site Office with the medication. (Please do not bring medication or authorization form to the Recreation Office) **Medications must be brought to camp in a zip lock bag with the child's name on it. Please make sure the medication is in the original packaging and the release is signed by both the parent and doctor.** The medication must stay in the Site Office for the remainder of the program. Campers are not permitted to carry their own medication at camp.

Transportation

Bus Transportation:

Halfmoon Recreation has scheduled bus stops throughout the Halfmoon area. Shenendehowa buses will be utilized. Be at your stop 10 minutes early in the morning and by 3:05pm in the afternoon to pick up your child the 1st week. Due to the number of buses at our disposal, we do not stop at individual houses or follow Shenendehowa bus routes and stops. Any problems or questions regarding busing need to be directed to the Main Office. **DO NOT CONTACT SHENENDEHOWA TRANSPORTATION**

Parent Transportation:

Parents of children arriving after 9:00 am or departing early are required to go to the Site Office to sign in/out their child.

IMPORTANT: If you deliver your child late to camp and they miss a shuttle to/from another site, you must transport your child to that site & sign them in there. Any persons picking up a child from camp **MUST** be able to show Picture Identification. **ONLY PERSONS** designated on the registration form may pick up a child. If someone else needs to pick up a child **A NOTE MUST BE SENT TO THE SITE, ON THE DATE OF PICK-UP.**

Lesson & Field Trip Transportation

At **NO TIME** will a parent be allowed to **DROP OFF / PICK UP A CHILD FROM A LESSON OR TRIP**. If this should occur, the child will not be allowed to participate in any lesson or trip activities. There is transportation fee for both lessons and field trips. There is a \$5.00 charge added to each lesson and a \$2.00 charge per field trip (included in the price). This charge is added to help offset the cost of transportation. This \$2.00 transportation fee for field trips will not be refunded.

Bus Stops

Below is a list of all bus stops utilized last year. At registration you will be asked to sign up for a bus stop. This will help us to establish how the buses will run. For a new bus stop to be considered, you must first register for the summer program and then submit a written request including the stop location by **May 11th**. Please note, a minimum of 5 registered campers must submit a request for a new stop to be considered. We will not be able to stop at any individual homes. Any changes to the bus schedule are at the discretion of the Recreation Director. Any problems or questions need to be directed to the Recreation Office.

After registration is complete, we will then determine the actual bus stops and routes. Once the bus routes have been established, we will email a bus schedule including approximate times for pick up to all participants. **We will not estimate afternoon drop off times.** Anyone picking up a child from a bus stop will need to be at the bus stop at 3:05 pm the first couple days of camp to determine drop off times.

Stop #	<u>Bus Stop Locations</u>	Stop #	<u>Bus Stop Locations</u>	Stop #	<u>Bus Stop Locations</u>
1	4 & 32 Substation	17	Farmview @ Harris Road	33	Spice Mill & Keystone
2	Anchor Drive & Clippership Lane	18	Fellows & Halfmoon Heritage Dr.	34	Springbrook TP (by Mama's)
3	Anchor Drive & Mates Way	19	Halfmoon Firehouse	35	Stage Run @ Harris Road
4	Bent Grass & Staniak Rd	20	Horseshoe Circle & Saratoga (Turf TP)	36	Stone Crest Drive & Fort Hill Drive
5	Brantwood & Cemetary	21	Jason & DeVoe	37	Tarragon & Cabot
6	Cambridge Drive & Bayberry	22	Knoxwoods (at tennis court)	38	The Landings (mailboxes)
7	Cary @ Rolling Hills	23	Mapleridge & Oakleaf	39	Timberwick & Shelbourne
8	Cemetary Rd & Halfmoon Ct Apts	24	Mechanicville High School	40	Town Park
9	Chester Drive & Harris Rd	25	Nadeau Drive & Dutchess Path	41	Upper Newtown Rd @ Alexandra Ct
10	Christopher Way & Anthony Way	26	Orchardview & Plant	42	Ushers Road
11	Cooks Court and Crowsnest	27	Oregon Trail & Mohican Way	43	Werner Road & Willowbrook
12	D&R (mailboxes)	28	Pine Ridge 2	44	West Crescent Firehouse
13	Danforth & Eleanor	29	Ponderosa & Fieldstone	45	Windsor & Bayberry
14	Deer Run & Cindy Lane	30	Route 236 & Lexington Commons	46	Woodin & Manchester (Northwood)
15	Domenica Drive	31	Smith Road & Hidden Farm Lane	47	Woodin & Pineview
16	Farm to Market @ Outlook Drive	32	Spice Mill & Ginger	48	Kensington Ct @ Clubhouse

Lessons

The Summer Program offers a variety of lessons for campers during camp hours. Lessons are held once a week with the exception of Swimming Lessons. They are to be paid in full when registering and are NON-REFUNDABLE. A lessons schedule will be emailed to all parent/guardians once lesson registration is complete. Please keep this schedule as it will help when deciding with your child what trips they wish to attend. Please note that if you sign your child up for a trip on the same day they are assigned to a lesson, they will be sent on the trip. We cannot guarantee that your child will be able to attend all trips if you sign them up for lessons. **LESSONS WILL CONFLICT WITH TRIPS. IF YOU PREFER YOUR CHILD TO GO ON TRIPS DO NOT SIGN THEM UP FOR LESSONS!**

Clubhouse Lessons (Grades 1-3)

<u>Lesson</u>	<u>Date/Time</u>	<u>Class Size</u>	<u>Place</u>	<u>Cost</u>	<u>Instructor</u>
Ceramics	Fridays, June 29 & July 6, 13, 20	24	Arts & Glass	\$55.00	Angela Barrett
Gymnastics	Wednesdays, July 11, 18, 25 and August 1	40	Cartwheels	\$55.00	Cartwheels Staff
Soccer	Fridays, June 29, July 6, 13, 20, 27	unlimited	Town Park	\$45.00	Nick Volland
Swimming	M, T, Th, F, 9:45-10:15am, June 25-July 13	40	Shenendehowa Pool	\$35.00	Aquatics Director

Pavilion Lessons (Grades 4-8)

<u>Lesson</u>	<u>Date/Time</u>	<u>Class Size</u>	<u>Place</u>	<u>Cost</u>	<u>Instructor</u>
Basketball	Fridays, June 29, July 6, 13, 20, 27	unlimited	Town hall	\$45.00	Nick Volland
Ceramics	Fridays, June 29 & July 6, 13, 20	24	Arts & Glass	\$55.00	Angela Barrett
Gymnastics	Thursdays, July 12, 19, 26 & August 2	24	Cartwheels	\$50.00	Cartwheels Staff
Jr. Lifeguard GRADES 5-8 ONLY	M, T, Th, F, 9:45-11:00am, June 25-July 13	10	Shenendehowa Pool	\$40.00	Aquatics Director
Swimming	M, T, Th, F, 10:15-11:00am, June 25-July 13	30	Shenendehowa Pool	\$35.00	Aquatics Director

Trips

Trips are available Monday- Thursday. All trips are an additional fee and optional. If you do not want your child to participate in a trip, we have a full on-site program for children to enjoy. All children are required to hand in a permission slip in order to participate on trips. A 6 week calendar is made available online for each site. The 6 week trip calendar will provide specific details/requirements for each trip.

If your child is attending a trip, your child must be at camp by 9:00am to assure getting on the bus. **CHANGES CAN OCCUR.** We cannot guarantee your child will make the trip if they are not at camp by 9:00am. If a child does not want to attend a trip they are signed up for, but attends camp that day they must bring a signed note excusing them from the trip that day.

From the NYS Department of Health

Children's Camps in New York State

In New York State, summer camps must have a state, city or county health department permit to operate legally. These permits are issued only if the camp is in compliance with the state's health regulations. The permit to operate must be displayed in a conspicuous place on the premises.

The camp must be inspected twice yearly by a health department representative. At least one inspection must be made during the time the camp is in operation. Each camp is checked to make sure that the physical facilities are safe and that supervision is adequate. When choosing a summer camp for your child, consider the following:

Staff Credentials / Supervision

What are the qualifications of the camp director?

The New York State Health Code requires that the director of a day camp must be at least 21 years old or hold a bachelor's degree. All directors must have experience in camping administration or supervision. Camp director's backgrounds are screened by the State Department of Social Services Central Register of Child Abuse and Maltreatment for reported incidents of child abuse and maltreatment. Their backgrounds are also screened by the Health Department for criminal convictions. Only individuals who are considered to pose no risk to campers are accepted by the Health Department as camp directors.

What are the qualifications of the camp counselors and how are campers supervised?

Counselors must have experience in camping and supervision of children or have completed an acceptable training course. Stringent counselor to-camper ratios and staff qualifications are mandated for supervision of swimming and out of camp activities. At day camps, counselors must be 16 years of age or older. There must be a minimum of one counselor for every 12 children. Camps that provide at least 10 counselors may choose to use counselors-in-training (CITs) to meet 10 percent of the required number of counselors. These CITs must be at least 16 years of age at an overnight camp and 15 years of age at a day camp. They must work with senior staff, have had previous experience as a camper and complete a training program. Ask the camp operator if any of their counselors are CITs and how they are used to supervised campers. Ask about the camp's staff and supervision procedures, including discipline policies. Do they meet your expectations?

Health

Ask about medical coverage and when you will be notified if your child becomes ill or injured. Is a doctor or nurse in residence or on call at all times?

Physicians or nursing services must be available. All summer camps in New York State are required to have a health doctor and a written medical plan approved by the Health Department. The written plan must include, among other things, provisions for medical, nursing and first aid services. Injuries and illnesses must be reported to the Health Department and thoroughly reviewed.

Does the camp require medical records for campers?

Camps must keep current medical history reports on file for all campers. Be sure to detail your child's history of immunization, illness, disability or allergy. Specify special diets and activity restriction. Provide instruction for any medication your child must take.

Camp Safety

Are the camp facilities and activities safe?

The camp operator must develop a written plan to include maintenance of facilities, provisions for training staff members and orientation of campers, supervision of campers, campsite hazards, emergency procedures and drills, safety procedures and equipment for program activities.

Swimming

Are waterfront personnel qualified? Are campers always supervised while in the water?

All waterfront activities at camps in New York State must be supervised by an experienced certified lifeguard or water safety instructor. On site, one qualified lifeguard is required for every 25 bathers. All aquatic staff is required to be trained in cardiopulmonary resuscitation (CPR). Camps that use off-site pools or beaches operated by others must make special arrangements to provide a safe activity. Even off site, the camp remains responsible for supervising campers.

Some children's camps use sites for swimming that are not inspected by local health departments. Parental permission is required in these instances, and the camp must follow established guidelines to protect campers. While campers are involved in aquatic activities on site and off site, there must be one counselor for every 10 campers eight years or older; there must be one counselor for every eight children aged six and seven; and one counselor for every six children younger than six years old.

Are bathing areas marked off for various swimming skills? Are campers tested to determine their level of swimming ability before participating in aquatic activities? Are non-swimmers kept in water less than chest deep? Is the buddy system used? Are campers required to wear life preservers when boating or canoeing?

New York State regulation requires that the answers to all these questions must be "yes"

Out-of-Camp Trips

Are out-of-camp trips supervised by counselors who have the maturity and experience to make decisions that could affect the safety of campers?

There must be one counselor on an out-of-camp trip for every eight campers six years and older; for campers younger than six, there must be one counselor for every six campers. Counselors should have the skills and expertise in the off-camp activity (canoeing, rock-climbing, etc.) to handle any emergency that might arise. Ask whether the camp conducted similar trips in the past without incident. In New York State, the drivers of camp vehicles must be licensed and at least 18-years-old. Seat belts must be worn when provided and vehicle capacities not exceeded. When transporting children in truck, only truck cab can be used.

How are activities in craft shops supervised, especially when campers are using dangerous tools, such as power saws and lathes? Are archery and rifle ranges at a safe distance for activity centers? Are spectators protected at baseball fields and similar areas? Do players wear protective equipment?

State regulation requires that archery, rifle and horseback riding be supervised by counselors with special training in those activities.

Fire Safety

Are there periodic fire drills for both campers and staff? Does each floor of every building have fire exits in two different locations? Are flammable materials (gasoline, pool chemicals, etc) stored away from activity centers and kept under lock and key? Are functioning smoke detectors located in every sleeping room?

All of the above are mandatory in New York State.

Responsibilities of the Camp Operator

- To inform you and local health department if your child is involved in any serious injury, illness or abuse incident.
- To screen the background and qualifications of all staff.
- To train staff about their duties.
- To provide supervision for all campers 24 hours a day at overnight camps, and during hours of operation for day camps.
- To maintain all camp physical facilities in a safe and sanitary condition.
- To provide safe and wholesome meals.
- To have and follow required written plans for camp safety, health and fire safety.
- To notify the parent or guardian, with the enrollment application or enrollment contract that: the camp must have a permit to operate from the New York State Department of Health or the designated permit-issuing official; the camp is required to be inspected twice yearly; and the inspection reports and required plans are filed (address of state, county or city health department) and available for their review.

Responsibilities of Local Health Departments

- To review and approve the required written camp plans for compliance.
- To inspect camps to assure that: (1) all physical facilities are properly operated and maintained; and (2) adequate supervision exists to provide a healthy and safe environment in accordance with the New York State Sanitary Code.
- To issue a permit to operate when the required plan and inspection results are satisfactory.
- To investigate reports of serious incidents of injury, illness and all allegations of abuse or maltreatment.
- When requested, to provide parents or guardians of prospective campers an opportunity to review inspection reports and required plans.
- The time and effort spent in selecting the camp your youngster will attend is important. Keep in touch, especially if it is your child's first camp experience. If possible, visit the camp before and during the camp session.

Locations and Facilities

Are barriers erected against such natural hazards as cliffs and swamps? Are foot trails located away from such dangerous areas and from heavily traveled roads and highways? Do camp facilities (bunks, bathrooms, mess hall, recreation facilities) meet your aesthetic taste and those of your child? Is the camp located in an area that will not aggravate your child's allergies? Will your child be required to perform chores, such as cleaning or cooking?

For information on the camp's location and facilities visit the camp or interview the camp operator by telephone, prior to making a decision to enroll your child at the camp.

Nutrition

Are good health practices observed in the camp kitchens, dining areas and food services? Does the camp serve food your child likes?

At camps in New York State, food must be prepared from inspected sources. Food preparation and handling activities are reviewed to assure safe and sanitary practices. Kitchen employees must be healthy and follow hygienic practices. Potentially hazardous food must be maintained below 45°F or above 140°F.

Rights and Responsibilities

The regulatory program of the New York State Department of Health places specific responsibilities on camp operators, and on local health departments that enforce department regulations. Following is a summary of rights and responsibilities:

Rights of Parents and Guardians

- To be informed by the camp director, or his or her designee, of any incident involving your child, including serious injury, illness or abuse.
- To review inspection and investigation reports for a camp, which are maintained by the local health department issuing the camp a permit to operate (present and past reports are available).
- To review the required written plans. These are on file at both the camp and the health department issuing the permit to operate.

Information

For further information about New York State Health Law relating to summer camps, call the State Health Department's Bureau of Community Sanitation and Food Protection in Troy at 1-(800) 458-1158, ext. 27600